



# Appointment of Graduate Assistants

**INSTRUCTIONS:** Please refer to the attached guidelines for instructions for completing this form.

Date:	Form completed by:	Phone:
-------	--------------------	--------

### Personnel Action

Employee Name:	Employee ID:	Employee Record:
Full-time Base Rate of Pay: \$	Average hours per week AND Percentage of appointment	Monthly pay: \$
Base Rate of Pay is the rate that would be paid if the individual worked an average of 40 hours per week.		Base Rate of Pay X percentage of the appointment = monthly pay

### Appointment

**\*\*This appointment is contingent upon verification of Academic Eligibility.**

Graduate Assistants <input type="checkbox"/> 2355 (Graduate Assistant, Semester/Academic Year) <input type="checkbox"/> 2325 (Graduate Assistant, Monthly) <input type="checkbox"/> 2326 (Graduate Assistant, Work Study)		For the semester:  Year:  Academic Year:
Start Date:	End Date:	Requisition Number:
Payroll Unit Number:	Dept. Number:	PeopleSoft Position Number:
Dept. Name:		

### Distribution of Labor Cost

Account	Fund	Finance Dept. ID	Project/Grant	% Applied
601103				
601103				
601103				
601103				

Program/Class/Comments:				
Financial Services Use Only	<input type="checkbox"/> Department	<input type="checkbox"/> Pool	<input type="checkbox"/> Position	<input type="checkbox"/> Appointment
Financial Services Director: _____				

### Unit Approval

Department Chair: _____	Date: _____
Principal Investigator, if applicable: _____	Date: _____

### Administrative Approval

School Dean/Director: _____	Date: _____
-----------------------------	-------------

### Faculty Affairs

Academically Eligible: Semester/Year _____ Units _____	
Copy sent to Financial Services on (date): _____	
Approved and Keyed into PeopleSoft by: _____	Date: _____
A copy of this document will be filed in the employee's Personnel Action File.	



# Guidelines for Completing Appointment of Graduate Assistants Form

As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from this appointment (CBA 2.14). Once you have completed the form, attach a copy of the job description/announcement and submit to the Faculty Affairs email. Give the student employee a copy and direct him/her to Employee Services, located in Salazar Hall on the second floor for sign-up and orientation. Every student must complete the sign-up process in Employee Services prior to working. Faculty Affairs will issue an appointment letter with procedural information attached. If you have questions regarding use of this form, call 664-2192 (CRS 877-735-2929 TTY). Open Hire positions will be posted on the SSU Faculty Affairs website at <http://www.sonoma.edu/aa/fa/academic-students/jobs.html>.

**Please enclose a resume with name, address, phone number, and education and work experience unless this is a reappointment.**

- Graduate Assistants may be appointed for an average of up to 20 hours per week when classes are in session and up to 40 hours per week during Intersession and summer. Two appointment types are possible: semester/academic year or monthly. Students on work-study are in a separate job code that is treated as a monthly appointment.
- Semester/academic year appointments are always for the semester or year, with the work schedule falling within the semester(s); partial semester appointments may not be made through this job code. Five monthly payments are issued per semester, starting with the September or February pay period.
- A monthly appointment may begin or end at any time, as long as the Graduate Assistant is enrolled in classes throughout the period of appointment or, during the summer, is expected to return as a graduate student in the fall.
- Graduate Assistants may be appointed to other student classifications such as Teaching Associates or Student Assistants, but not to any staff or faculty appointments, including Special Consultant or Casual Worker, which are job codes commonly used for special intermittent work.

**FORM:**

- **Date:** The date the form was filled out.
- **Form completed by and Phone:** The person completing the form and the corresponding phone number.

**Personnel Action:**

The fields should be filled out as follows:

<b>Employee Name</b>	Enter the employee name here.
<b>Employee ID</b>	This is the employee's identification number assigned in the PeopleSoft system. If you do not have this number or the individual is a new employee, leave this field blank.
<b>Employee Record</b>	For employees with multiple record numbers, note which record number the personnel action is affecting if known.
<b>Full-time Base Rate of Pay</b>	Full-time base rate of pay is the rate that would be paid if the individual worked an average of 40 hours per week. See the CSU Salary Schedule
<b>Average hours per week or fraction of appointment</b>	Indicate the hours per week the student employee will be working and the fraction of appointment based on a 40-hour work week.
<b>Monthly pay</b>	This is the net monthly pay based on the percentage of the appointment (ex: 10 hrs/week = 10/40(FT hrs) = 0.25; 0.25 X FT pay rate \$2300 = \$575 total monthly pay)

### Appointment:

The fields should be filled out as follows:

<b>Position Title</b>	This is the CSU Classification Title and corresponding Job Code which are located in the CSU Salary Schedule.
<b>For the semester:</b> <b>Year:</b> <b>Academic Year:</b>	This is to choose the correct semester the student employee will be working within the academic year. Then choose the calendar year in which the semester occurs. This is the academic year in which the appointment takes place.
<b>Start Date</b>	This is the starting date of the appointment (first day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
<b>End Date</b>	This is the date the appointment will end (last day of work). Academic Year/Semester appointments must coincide with the Academic Calendar.
<b>Requisition Number:</b>	Graduate Assistant open hire bargaining positions must be posted on a central website. Use the requisition number corresponding to the number on the position announcement. Example: BIOL_GA_1516 Individuals may be hired without such a posting if they meet either one of these 2 exceptions. <ul style="list-style-type: none"><li>• Appointment is being made in fulfillment of a commitment of support made to the student at the time of admission</li><li>• Appointment is being made in fulfillment of a commitment of support made to the student under an existing advising relationship with a faculty member</li></ul> If exceptions are met, Faculty Affairs must receive a copy of the admission letter or grant related documents attached to this appointment form. <b>**This appointment is contingent upon verification of Academic Eligibility. Students enrolled in credential programs are not eligible for this position.</b>
<b>Payroll Unit Number</b>	This is the number used to sort paychecks for delivery to departments.
<b>Department Number</b>	This is your respective department number in PeopleSoft.
<b>PeopleSoft Position Number</b>	This is the position number in PeopleSoft. If this is a new position, or if the position has changed, you may not have this number available until it has been established in the system. If that is the case, leave this field blank and Faculty Affairs will enter it.
<b>Department Name</b>	This is your respective department name that coincides with the HR Department number.

### Distribution of Labor Cost:

The fields should be filled out as follows:

<b>Fund</b>	This is the 5 digit (2 alpha and 3 numeric) PeopleSoft fund number. Example: SO100.
<b>Finance Dept ID</b>	This is a 4 digit numeric code. In some cases, this will be different from the HR Department Number.
<b>Project/Grant</b>	If applicable, for the Project, indicate the 5 digit numeric code and the fund number for the Grant.
<b>% Applied</b>	If the appointment will be paid from various funds, indicate the percentage to be applied to each fund.
<b>Program/Class/Comments</b>	If the funding is specific to a program or class, please indicate here and explain any action with brief comments.
<b>Financial Services Director</b>	Not to be used at the department level

### Approval:

<b>Unit</b>	Only the Department Chair of the corresponding department or the Principal Investigator, if applicable, may sign.
<b>Administrative</b>	Approval by the School Dean or the Director of the Division. The Administrative Manager may sign in the absence of the School Dean.
<b>Faculty Affairs</b>	Please forward the approved form to Faculty Affairs to be processed and forwarded to Financial Services